SIKKIM

GOVERNMENT GAZETTE

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GOVERNMENT OF SIKKIM
ROADS & BRIDGES DEPARTMENT
NIRMAN BHAWAN.
GANGTOK

NO 158 / R&B/2006-07 **Dated: 6.7. 2006**

NOTIFICATION

In suppression of all previous Notifications, Circulars, Office Memorandums on the Subject, the Governor of Sikkim is hereby pleased to make the following rules regarding Enlistments, Up-gradation, Re-validation of Enlistments of Contractors, for Execution of Civil Engineering Works in the State of Sikkim, namely:-

Short title, extent and commencement.

1. These rules shall be called the Sikkim Government Enlistment of Contractors (Civil) Rules 2006.
2. They shall extend to the whole of Sikkim .
3. They shall come into force on the date of publication of their in the Official Gazette.

2. Definition

(a) **"Contractor"** means any individual or proprietorship /firm/ company/ Co-operative society registered under Society Act etc as defined under sub - rule (21) of rule 2 of Sikkim Public Works Code. It also includes contractor, personal representative, successor, assignees, but does not include Government servant or public representative.

(b) **"Contract"** means the condition of contract, specifications, drawings, Schedule of quantities and rates and agreements, if completed.

(c) **"Class"** means the grade of enlistment.

(d) **"Enlistment Authority"** means any officer or committee of officers appointed or designated by Principal Chief Engineer -cum - Secretary , Roads and Bridges Department or the Government from time to time.

(e) **"Family"** means the family defined under sub-rule (7) of rule 5 of the Sikkim Government Service Rules 1974;

(f) **"Government"** means State Government of Sikkim;

(g) **"Up-gradation"** means promotion of eligible contractor from one class to next higher class;

(h) "Works" means works as defined in Sikkim Public Works Code. It also means any construction /activities/ projects entrusted by the Government for the welfare of the people using public fund;

(i) "Works Departments" means all Government departments where civil engineering works are executed.

3. Classes of Contractors.

The different classes of contractors are **Class III, IIB, IIA, IB and I A.**

4. Eligibility

Subject to the provision in these rules, ordinarily, the holder of Sikkim Subject or holder of Certificate of Identification issued by Competent authorities, holder of Residential Certificate of Sikkim, Registered Sole Proprietorship Firm in Sikkim, Registered Cooperative Society in Sikkim, Registered Partnership Firm in Sikkim, Public Limited Company or a Private Limited Company incorporated as per provisions of the Act for the time being in force in Sikkim are entitled to obtain enlistment as a contractor in Road & Bridges Department under these rules, provided the eligibility criteria and other conditions are satisfied. However, preference shall be given to local candidate .The enlisted contractors have to abide by all the rules.

5. Enlistment Procedure.

(1) **In case of new enlistment-**

(a) The contractor shall submit an application in the prescribed form in Annexure- I to the enlistment authority, alongwith with all documents as per Annexure-II.

(b) The book containing the enlistment rules along with the approved forms can be obtained from the Enlisting Authority on production of Non refundable Bank Receipt of Rs. 500.00 (Rupees Five Hundred) only duly deposited in the State Bank of Sikkim under Head " 0059-80-800-Roads& Bridges – Cost of Enlistment Form"

(c) Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.

(d) Subject to the eligibility criteria and other conditions laid down in these rules, if the decision regarding enlistment is not conveyed within six months of the date of receipt of application for any reason it shall be deemed that the enlistment has not been granted.

(e) The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get the works done by the contractor inspected and/or to get such other reports as may be considered necessary.

(f) If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order.

(g) The decision of the enlistment authority shall be final and binding on the applicant.

(2) **In case of existing enlistment,** the Contractor /Firms/Co- operative societies etc shall remain valid for a further period of one Year from the date of publication of this Notification in the Official Gazette or the period of validity mentioned in the enlistment order, whichever is earlier.

6. Eligibility Criteria

(1) Subject to any exception provided under these rules, the eligibility criteria for enlistment as a contractor in different classes under these rules are as under:-

Sl. No.	Class of contractor	Past experience of completed works in last 5 yrs required	Financial soundness required	Engineering Establishments required	Tools & Plants establishment required
1	III	At least one Work or Two works valuing not less than Rs 8 Lakhs	Solvency Certificate of Rs 3.00 Lakhs from a nationalized or scheduled Bank.		
2	II B	At least Three works or Two works Valuing not less than 15.00 Lakhs	Solvency Certificate of Rs 12.00 Lakhs from a nationalized or scheduled Bank.		
3	II A	At least Three works Each Valuing not less. than 30.00 Lakh	Solvency Certificate of Rs 20.00 Lakhs from a nationalized or scheduled Bank	One ITI trained personnel in Civil	Ownership required for :- (i)concrete mixers of full bag capacity-1No (ii) Vibrators – 2 Nos
4	I B	At least Three works Each Valuing not less than 30.00 Lakhs. One such work should be Building works	Solvency Certificate of Rs 50..00 Lakhs from a nationalized or scheduled Bank.	One graduate Engineer (Civil) with minimum experience of 1 yr or Two. Diploma holders with minimum experience of 3 Yrs.	Ownership required for :- (i) Concrete mixers of full bag capacity-2Nos (ii) Vibrators – 3 Nos (iii)Truck -1 No Steel centering & Shuttering 2000sqm
5	I A	At least Two works, Each valuing not less than Rs.50.00 lakhs and one such work should be a Building Work.	Solvency Certificate of Rs 100.00 Lakhs from a nationalized or scheduled Bank	One graduate Engineer (Civil) with minimum experience of 1 yr or Two. Diploma holders withminimum experience of 3 Yrs..	Ownership required for :- (i) Concrete mixers of full bag capacity-3Nos (ii) Vibrators – 6 Nos (iii)Truck/Tipper -3 No Steel centering & Shuttering 2000sqm Capacity to arrange on exclusive hire or lease:- (i) Hot-mix Plant of 30 MT/hr -1no (ii) Paver Finisher-1No (iii) Road Roller- 3 Nos

(b) The contractor shall produce a valid Income Tax Clearance Certificate (ITCC) and Value Added Tax (VAT) Clearance Certificate along with his application for enlistment.

(c) A Post Graduate/ Graduate Engineer in civil engineering shall be given direct enlistment into Class II A subject to fulfillment of all other criteria as given in these rules except for the criteria of past experience and Engineering Establishment as required under these rules.

(d) A Diploma Engineer in civil engineering shall be given direct enlistment into Class II B subject to fulfillment of all other criteria as given in these rules except for the criteria of past experience as required in these rules.
(e) A Post Graduate/ Graduate in any other discipline shall be given direct enlistment into Class II B subject to fulfillment of all other criteria as given in these rules except for the criteria of past experience as required

7.General Exceptions. In case of invitation of tenders / Letter of Intent / Offers for Pre- qualification bids of any tenders/ quotations from the contractors located within or outside the State , the conditions laid down in the invitation of tenders / quotations by the authority appointed by the Government in case to case basis shall be in exception to these rules.

8. Enlistment Fee. On receipt of intimation from the enlistment authority about the eligibility for enlistment as per provision of these rules, the Contractor has to deposit **One Time Enlistment fee which is Non- refundable** into the State Bank of Sikkim .The prescribed fee is to be deposited under the head "0059-80-800-PW(Roads)-Cost of Enlistment Fee' Copy of the paid Challan /Bank Receipt shall be submitted along with a application addressed to enlistment authority accepting the provision of Rules for issue of Enlistment Order in Form XI. The prescribed fees to be deposited are as under:-

(i) Class III - Rs 3,000/- (Three thousand)only
(ii) Class II B - Rs 5000/-(Five Thousand) Only
(iii) Class II A - Rs 10000/-(Ten Thousand) Only
(iv) Class I B - Rs 25000/-(Twenty Five Thousand) Only
(v) Class I A – Rs 50000/-(Fifty- Thousand) only

10. Scope & Limitations. The enlistment of a contractor under these rules shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work

11. Period of Enlistment. The enlistment shall be valid for a period of three years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of three years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such actions at any time, if considered necessary, by the enlistment authority after issue of show cause notice.

12. Disqualification

(1) No individual or a firm having such individual as one of its partners who is a dismissed Government Servant or removed from the approved list of contractors or having business banned/suspended by any Government department in the past or convicted by a Court of Law shall be entitled for enlistment.

(2) No Engineer or any other official employed in Engineering cell in the Works Department of the Government of Sikkim is allowed to work either as contractor or as employee of a contractor for a period of two years after his retirement from Government service unless he has obtained prior permission of the Government of Sikkim to do so. Even after enlistment, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of the Government as aforesaid, the name of the contractor shall be removed from the list of enlisted contractors and suitable legal action initiated against him.

(3) A contractor is not permitted to have enlistment in more than one category at a time.

(4) A partner of a Firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company.

13. Jurisdiction and Tendering Limits. The jurisdiction in which contractors enlisted in various categories and classes shall be as per notification issued by the competent Authority and amended from time to time.

14. Change in the status of Firm or Co- Operative Society

(1)The contractor/firm/ Co- operative Society shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/ affidavit and documents as per Annexure-VI. Any change in status of the contractor as an 'Individual' or in

constitution of the firm without prior approval of the enlistment authority will render the contractor/firm liable to be removed for the approved list of contractors.

(2) If a firm is converted in two or more firms by any action of its partners, the new firm (s) or any separated partner (s) in his (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.

(3) If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 4. The Co- Operative Society is required to submit the copy of resolution of latest Annual General meeting and list of new executive body.

(4) If the number of original partners of a firm reduces to less than half due to any reason including death of partner (s), the enlistment of the firm shall be withdrawn.

15. Change in Address

While applying for enlistment, the contractor should mention address of his Registered Office as well as Head Office, if the same is different. All documents Tax Clearance Certificates, Solvency Certificate, etc. should bear one of the above addresses, otherwise the same shall not be accepted. The contractor shall intimate the change, if any, in any of the above addresses in advance or maximum within one month of such change. Failure to do so may result in removal of his name from the approved list of contractor.

16. Review of Approved List of Contractors

The contractor shall be required to secure works of appropriate magnitude or participate in the tendering process of at least **One work** in the State Government or Central Government during the revalidation/enlistment period. Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose, the enlistment authority shall have the power to periodically review the approved list of contractors.

17. Revalidation of Enlistment

(1) The validity of initial enlistment of the contactor shall be for a period of three years .It shall, however, be revalidated on merits if desired by the contractor. Only the contractor, who has participated in the Tendering process of atleast one work of appropriate magnitude in the State Government during the period of enlistment or last revalidation period of enlistment, as the case may be, shall be considered for revalidation. A work completed /secured as an associate contractor of the main contractor, to whom a composite contract was/has been awarded, shall **NOT** qualify for consideration of revalidation.

(2) The contractor shall apply for revalidation of his enlistment in the prescribed form (Annexure-VII) along-with all documents as per Annexure-IX and revalidation fees prescribed, so as to reach the enlistment authority atleast 6 (six) months before the date of expiry of his enlistment. Revalidation fee shall be paid in the State Bank of Sikkim through a Bank Challan duly authorized by the Enlistment Authority. The fee shall be credited to the Revenue Head "0059-80-800-PW (Roads) – Fee for Renewal of Enlistment

(3) Revalidation fee shall be as follow-

Class		**Amount.**
III	Rs.	1000.00
IIB	Rs.	2000.00
IIA	Rs.	3000.00
IB	Rs.	7500.00
I A	Rs.	15000.00

(4) In cases where the application is received after date of expiry of enlistment/revalidation, but within three months of expiry, the application can be accepted with the revalidation Fee but without the late fee. Applications received thereafter shall be accepted only on payment of fees along with late fees, sum of which shall not be less than the double of normal revalidation fees.

(5) The contractor should fill the details of each of the work, of appropriate magnitude, secured by him during the last revalidation/enlistment period in the proforma as given in Annexure-VII.

(6) The list should include all works secured by him during the above-mentioned period. In case, the contractor conceals any information, his revalidation shall be liable to be cancelled.

(7) The Contractor should fill up the details in the proforma as given in Annexure-VII in duplicate. For each work, separate proforma should be filled.

(8) One copy of all the proforma should be given to the concerned Executive Engineer of the division in whichthe work was executed and the acknowledgement obtained on the second copy of the proforma. This 2nd copy should then be submitted to the enlisting authority along with the application for revalidation.

(9) The Divisional Engineer/ Executive Engineer should fill up the proforma and submit to the Enlisting Authority through his Superintending Engineer, within two weeks of receipt of proforma.

(10) The revalidation shall be done on the basis of review of the performance of the contractor pertaining to the period of validation.

18. Up-gradation procedure

(1) The contractor shall have to submit an application in the prescribed form in Annexure- I to the enlistment authority, complete with all documents as per Annexure-II to X wherever applicable.

(2) The Book containing the Enlistment Rules along with the approved forms can be obtained from the Enlisting Authority on production of Non- refundable Bank Receipt of Rs. 500.00 (Rupees Five hundred) only duly deposited in the State Bank of Sikkim under Head " 0059-80-800-Roads& Bridges – Cost of Enlistment Form".

(3) Up-gradation from one grade to the next higher grade shall be considered only after completion of minimum period of 3(Three) years at the lower grade subject to fulfillment of all other conditions stipulated in these rules.

(4) Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.

(5) Subject to the eligibility criteria and other conditions laid down in the rules if the decision regarding enlistment is not conveyed within six months of the date of receipt of application for any reason it shall be deemed that the up-gradation has not been granted.

(6) The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get the works done by the contractor inspected and/or to get such other reports as may be considered necessary prior to the grant of up-gradation.

(7) If the enlistment authority finds the contractor suitable for Up-gradation, it shall issue the up-gradation order in form XI on payment of up-gradation fees as under:

Up- Gradation		**Amount of Fees**
Class IV to III	-	Rs 3,000/-(Three Thousand) only
Class III to II B	-	Rs 4,000/- (Four thousand)only
Class II B to II A	-	Rs 5000/-(Five Thousand) only
Class II A to I B	-	Rs 10000/-(Ten Thousand) only
Class I B to I A	-	Rs 25000/-(Twenty Five Thousand) only.

(8) The decision of the enlistment authority for up-gradation shall be final and binding on the contractors.

19. Contractor's Obligations

The Contractor should fulfill all his obligations under these rules in time and manner as specified failing which he shall be liable for action under these rules. Some of the obligations are summarized below:-

(a) Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company.
(b) Intimation of change of address should be given in advance or within one month.
(c) He should secure at-least one work of specified magnitude during the period of enlistment/revalidation.
(d) He shall abide by these rules.
(e) He should not indulge in unethical practices.
(f) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

20. Disciplinary Actions

The contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactorily, on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors after issue of show cause notice. Decision of the department shall be final and binding on the contractor.

21. Suspension of business

The enlistment authority may suspend business with a contractor for indefinite period where pending full enquiry into the allegations, the enlistment authority is prima-facie of the view that the contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the contractor.

22. Removal form the approved list

The name of the contractor may be removed from the approved list of contractors, by the enlisting authority, if he:-

(a) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
(b) is proved to be responsible for constructional defects in two or more works ;
(c) persistently violates any important conditions of the contract; or
(d) fails to abide by the conditions of enlistment; or
(e) is found to have given false declarations and particulars at the time of enlistment ; or
(f) has indulged in any type of forgery or falsification of records or criminal acts like canvassing during the process of Tenders in any form, indulges in the criminal act which is unethical;
(g) changes constitution of the firm or individual without prior approval of the enlistment authority ; or
(h) changes permanent address/business address without intimation to the enlistment authority; or
(i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
(j) persistently violates the labour regulations and rules,
(k) is involved in complaints of serious nature received from other departments which prima-facie appear to be true.
(l) default in settlement of tax dues like income tax, VAT, sales tax, octroi, duties VAT etc.

23. Revision of the Rules

The State Government may modify, add, delete and /or change any of the above rules and same shall be binding on all enlisted contractors

24. Removal of Doubt

Where a doubt arises as to the interpretation of any of the provision of these rules, the decision of the State Government shall be final.

25. Power to Relax

The State Government within their discretion may relax these rules at any time.

P. S. Basnet,
Principal Chief Engineer Cum Secretary
Roads & Bridges Department.

ANNEXURE - I

SIKKIM PUBLIC WORKS DEPARTMENT

APPLICATION FOR ENLISTMENT / UPGRADATION AS CONTRACTOR

[The applicant should study carefully the "Sikkim Public Works Department (Enlistment of Contractor) Rule 2006" and the list of documents to be annexed with the application form before filling the form. Applications found incomplete in any respect are liable to be rejected without any further correspondence].

CLASS		**CATEGORY**	

1. Name of applicant Shri/M/s.....

2. Permanent Address _____

3 Temporary Address

Passport size Photograph

Regd Office.....

.....

.....

Head Office.....

.....

4. Telephone Number: ☐☐☐☐☐☐☐☐☐☐

5. Fax No. ☐☐☐☐☐☐☐☐☐☐

6. Constitution Individual ☐ Co- Operative Society ☐
Partnership Firm ☐ Private Ltd. Company ☐

7. If partnership firm, names of the partners/ 1..... ☐
GRADE APPLIED FOR (*please tick*) 2..... ☐
☐

3.....

4..... ☐

5..... ☐

6..... ☐

8. Is the individual/sole proprietor/any partner/directors of company:

(a) Retired engineer/official from engineering Department of State/ Central within last two years. Yes ☐ ☐

(b) Director or partner of any other company/firm Enlisted with the department Yes ☐ No ☐

If answer to any of the above is 'Yes', furnish details on a separate sheet.

9. Name of person holding power of attorney, if any.....

Nationality Indian ☐

Liabilities

10. Name of Bankers with full address.....

.....

.....

11. Place of business (If any) .....

12. Full time technical staff in applicant's employment

(a) Graduate Engineers with minimum 3 (three) years experience ☐

(b) Graduate Engineers with minimum 1 (one) year experience [excluding (a) ☐

(c) Diploma Engineers with minimum 2 (two) year experience above] ☐

12. Does the applicant have sufficient T& P Machinery, Equipment and Workshop as per requirements mentioned in the Enlistment Rules For class category applied for [Attach details on separate sheet] Yes ☐ No ☐

13. (a) Whether already enlisted with any other Department. Yes ☐ No ☐

(b) If yes, give details:-

(i) Name of the Department.....

(ii) Class and Category.....

(iii) Enlistment authority and address.....

(iv) Enlistment No and Date.....

(v) Date of validity.....

(vi) Tendering limit.....

14. Is any person working with the applicant is a relative of the officer/official of any works Department. If yes, give details.

Yes ☐

No ☐

15. ENLISHMENT / UPGRADATION fee, enclosed.

Receipt No.	Date	Amount	State Bank of Sikkim Name of Branch	Head of account

16 Details of Works completed and in progress during the last 5 (five) years (to be filled in proforma as given in Annexure- III. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

17. Certificates from clients in original as per proforma given in Annexure- IV for all eligible works.

18. Certificates:-

(i) I/ We certify that no criminal case is pending against me/ us in any court of law.

(iii) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in Public Works Department and shall abide by them.

(iii) I/We certify that I/We is not a Dismissed Govt. Servant or Removed from the approved list of contractors or Having Business banned / suspended by any Govt Department or Convicted by Court of law.

(iv) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

(v) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Works Department of the State/Central Government during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. **(For individuals seeking enlistment in their own name).**

(b) We certify that none of the partners/share holders /owners /Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under out employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. **(For partnership firms and private limited companies).**

I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong I/We are liable to be debarred and removed from the approved list of contractors.

(Strike out whichever is not applicable)

Signature(s) of applicant(s):-

Sl No.	Name	Signature	Address
1.			
2.			
3.			
4.			
5.			
6.			

Date:

No. of Documents attached ☐

ANNEXURE - II

Documents attached for enlistment

Sl. No.	Document	Yes	No
1.	Copy of Sikkim Subject Certificate/Certificate of Identification or Proof of Residence in Sikkim		
2.	Proof of constitution (a) In case of sole proprietorship/HUF ,an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm/ Karta of HUF. (b) In case of partnership firm:/ Co- operative (Submit attested copies) (i) Partnership deed attested by Notary Public (ii) Form "A" or equivalent form issued by Registrar of Firms (iii) Form "B" or equivalent form issued by Registrar of Firms (iv) Form "C" or equivalent form issued by Registrar of firms		
3.	(c) In case of Private Ltd Co. Article of Association duly attested by Notary Public.		
4.	Power of Attorney, if any attested by Notary Public.		
5.	Solvency Certificate from Scheduled Bank in the proforma given in Annexure- VI. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority		
6.	Technical Staff : (i) List of full time technical staff/Designers with qualification and experience. (ii) Attested copies of the degrees/diplomas of the technical staff/ Designers. (iii) Declaration from the technical staff/Designers that they are employed with the applicant.		
7.	List of M/C , T&P i/c steel centering & shuttering, possessed by the applicant. Full details and location of workshop including details of Machines, Equipment provided Attested copy of Enlistment Order List of family members working in SPWD, including their address .		
8.	Bank Receipts / Challans for Enlistment: Fee Original or attested copies of certificates for works done, from		
9.	concerned clients, in proforma as given in Annexure- IV		
10.	Attested copies of award letters for works included in Annexure- III Valid and Attested copy of Income Tax & VAT Clearance		
11.	Certificate in form I		
12.	Four Nos latest Pass port size Photograph of Contractors/ Karta of firm/ Director or any authorized person of company.		

ANNEXURE - III

Works completed and in progress during the last five years including all works awarded [Add additional sheets, if necessary].

Sl. No.	Name of work & Agreement No.	Date of Commencement	Date of Completion		Reasons for delay & Compensation levied, if any.	Tendered cost	Gross cost of completion	Net amount received	Name, designation & complete address of the authority for whom the work was done.
			Stipulated	Actual					

ANNEXURE- IV

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Name and Address of the Client _____

_____

Details of Works executed by Shri/M/s _____

1. Name of work with brief particulars
2. Agreement No and date
3. Date of commencement of work
4. Stipulated date of completion
5. Actual date of completion
6. Details of compensation levied for delay, if any
7. Tendered amount
8. Gross amount of the work completed
9. Name and address of the authority under whom works executed.
10. Whether the contractor employed qualified Engineer/ Overseer during Execution of work?
11. (1) Quality of work (indicate grading) — Out Standing/V. Good/ Good/ Poor

ii) Amount of work paid on reduced rate basis, if any.

12(i) Did the contractor go for arbitration?

(ii) If yes, total amount of claim

(iii) Total amount awarded

13. Comments on the capabilities of the contractor.

(a) Technical Proficiency — Out Standing / V. Good/Good/ Poor

(b) Financial Soundness — Out Standing / V. Good/Good/ Poor

(c) Mobilization of adequate Tools and Plants- — Out Standing / V. Good/Good/ Poor

(d) Mobilization of manpower — Out Standing / V. Good/Good/ Poor

(e) General behavior — Out Standing / V. Good/Good/ Poor

Note: All columns should be filled in properly.

"Countersigned"

Signature of the
Reporting Officer with
Official Seal

Officer of the rank of
Superintending Engineer
or equivalent.

ANNEXURE – V

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s/ Sri_____ having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs._____ (Rupee.....) This Certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

Signature for the Bank

NOTE: - In case of partnership firm, Certificate to include names of all partners as recorded with the Bank.

ANNEXURE- VI

FOR CHANGE OF CONSTITUTION LIST OF DOCUMENTS/INFORMATION REQUIRED TO BE SUBMITTED

A. DOCUMENTS TO BE SUBMITTED

1. Copy of proposed partnership deed duly signed/proposed Memorandum of Articles.
2. Attested copy/copies of valid Income Tax & VAT Clearance Certificate(s) in respect of each proposed partner.
3. An undertaking sworn in before a 1st Class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
4. Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

B. DETAILS TO BE FURNISHED IN RESPECT OF EACH PARTNER WITH WHOM THE FIRM WANT TO ENTER INTO PARTNERSHIP AND OBTAIN ENLISTMENT

(I) Whether he is enlisted with CPWD/MES/ Railway/P&T/State PWD.

(ii) Whether he is a dismissed Govt. Servant.

(iii) Whether he is a partner/director of any other firm enlisted with this Department /MES/P&T/State PWD.

(iv) Whether he is member of Indian parliament or State legislature.

(v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted tolower class or order banning/suspending business with him by any department in the past.

(vi) Whether he is a dismissed/removed/retired Govt. servant within 2 (two0 years.

(vii) Whether he has any family members working in SPWD. If yes, give details.

(viii) Whether he has any Civil or Criminal case pending in any Court in India. If yes, give details.

Signature of Contractor

ANNEXURE-VII

Contractor's Performance Report for works Completed or Under Execution for Revalidation of Enlistment

Part 1(To be filled in by the Contractor)

1. Name of the contractor :
2. Name of work :
3. Enlistment No. :
4. Certificate of tender participation from an officer not below the rank of Superintending Engineer or equivalent. :
5. Name of division in which the work was executed :
6. Estimated cost put to tender :
7. Tendered cost :
8. Gross amount amount of final bill/work done till date :
9. Stipulated date of start and completion :
10. Actual date of completion or percentage progress :
11. Amount of compensation levied for delay, if any :
12. Did the contractor go for arbitration? :
13 If yes,Give details :

Signature of the Contractor

Part11(To be filled by the department)

Note: This performance report duly completed by Divisional Engineer & Superintending Engineer should be forwarded to enlistment authority within two weeks of its receipt from the contractor.Certified that details given by the contractor in Annexure have been verified and found to be correct.

Signature of Executive Engineer

3. Quality of work (Please grade as Very Good/Good/ Satisfactory/Poor):

(a) Grading by EE/ Divisional Engineer

Signature of EE with full designation.

(b) Grading by Superintending Engineer.

Signature of Superintending Engineer

ANNEXURE - VIII

SIKKIM PUBLIC WORKS DEPARTMENT

APPLICATION FOR REVALIDATION OF ENLISTMENT

[The applicant should study carefully the Sikkim Public Works Department (Enlistment of Contractors) Rules 2006' and the list of documents to be annexed with the application form before filling the form. Applications found incomplete any respect are liable to be rejected without any further correspondence].

CLASS ☐ ☐ **CATEGORY** ☐ ☐

1. Name of applicant Shri/M/s.....

2. Permanant Address . _____

_____

3. Temporary Address

Registration Office.....

.....

Head Office .....

.....

4. Telephone Number ☐☐☐☐☐☐☐☐☐☐

Fax No. ☐☐☐☐☐☐☐☐☐☐

5. Constitution

Individual	☐	Sole Proprietorship Concern	☐
Partnership Firm	☐	Public Ltd. Company	☐
Private Ltd. Company	☐	Co- Operative Society	☐

6. If partnership firm, names of the partners/
If Company, or Co-operative Society name of directors

1.....

2.....

3.....

4.....

7. (a) Name of person holding Power of Attorney.....

(b) Nationality Indian Other (c) Liabilities

8. Name of Bankers with full address .....

.....

.....

9. Place of business .....

10. Full time technical staff in applicant's employment

(a) Graduate Engineers with minimum 3 years' experience ☐

(b) Graduate Engineers with minimum 1years' experience ☐

[excluding (a) above] ☐

(c) Diploma Engineers with minimum 2 years' experience ☐

(d) Architects & designers

11. Does the applicant have sufficient Tools and Plants Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules

For the class and category applied for Yes ☐ No ☐

[Attach details on separate sheet]

12. (a) Details of enlistment with SPWD

(i) Enlistment No. & Date _____

(ii) Date of validity ☐ ☐ ☐ ☐ ☐ ☐

13. Is any person working with the applicant is a family of the officer/official of SPWD

Yes ☐ No ☐

If answer to above is Yes, give details

14. Details of SPWD Works completed and in progress (which were secured during the last 5 years) to be filled in proforma as given in Annexure-VII. This list should include ALL works done whose gross amount of work done is more than the required magnitude for the class in which registration is required.

Yes ☐ No ☐

15. Certificates:

(i) I/We (including all partners) certify that I/We have read and understood the 'Sikkim Public Works Department (Enlistment of Contractors) Rules 2006' and shall abide by them.

(ii) I / We certify that no criminal case is pending against us / me in any court of law.

(iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

(iv) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

(v) I/We certify that I/ none of the partners /Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed in Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government.

(Strike out whichever is not applicable)

Signature (s) of applicant (s):

Name	Signature	Address
1.		
2		
3.		
4		
5.		
6.		

Date :

No. of Documents attached ☐

ANNEXUE- IX

Documents to be attached for revalidation

Sl. No	Document	Yes	No
1.	Attested copy of Power of Attorney, if any	☐	☐
2.	Solvency Certificate in original from scheduled bank in the proforma given in the Enlistment Rules. The certificate should be on the bank's latter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority.	☐	☐
3.	Attested copy of Enlistment order	☐	☐
4.	Attested copies of award letters for works included in Annexure – II	☐	☐
5.	Attested and Valid Income Tax & VAT Clearance Certificate	☐	☐
6.	Annexure-VII with acknowledgement of EE	☐	☐

ANNEXURE - X

PROFORMA FOR GIVING CERTIFICATE AS A PROOF OF PARTICIPATION ON TENDERS SUBMITTED BY THE CONTRACTOR

Sub : Revalidation of contractors as Class- ( ) in SPWD.

Certified that M/s / Shri_____ have submitted.

Tenders for the following works:

Name of work	Date of tender	Estimated cost put to tender	Position of tender

Signature of Executive Engineer

OR authorized officer

with full address and Office Seal